

SPONSOR/AGENCY VERIFICATION SUMMARY(Verification is to be completed as a district-wide activity by December 15th of each year)

Sponsor Name:		Agreement Number: _ _ - _ _ - _ _ - _ _ - _ _		
Verifying Official:		Program Year (e.g., 2002/03)		
Date Families Were Notified:		Date Verification Completed:		
Mark an "X" Below the Verification Procedure Used: (X)	Number of Applications on File October 31*	Multiplier (Round All Decimals Up)	Minimum Number to be Verified	Actual Number Selected
RANDOM ()	Total Applications	X 0.030 =	or 3,000 applications whichever is less	
FOCUSED ()	Total Applications	X 0.010 =	or 1,000 applications whichever is less, and	**
	Food Stamp/CalWorks/ KinGAP/FDPIR categorically eligible applications	X 0.005 =	or 500 applications whichever is less	***
100 % ()	Total Applications	X 1.000 =		

* "An Application is counted as one application regardless of whether it is a multi-child application or an application for one child. The sample size depends on the number of paper applications, not the number of children represented." (2001 USDA Eligibility Guidance for School Meals Manual, page 59.) Districts that implement "Direct Certification" procedures must complete verification activities based only on the number of applications received. Do not include directly certified students in your calculations. Verification is not required for directly certified applications.

** Select **1%** of approved applications to verify household size and income. Ensure that the household income is within \$100 a month (\$1,200 a year) of the income eligibility guidelines. Continue selecting applications until the required number of applications are chosen.

*** Using any equitable method, select **0.5%** of applications approved on categorical eligibility and that include Food Stamp, CalWorks, KinGAP, or FDPIR case numbers. Ensure that the same household is not selected each year.

CRE ADMINISTRATIVE REVIEW

ATTACHMENT E - (As Submitted with the 2002-2003 NSLP Eligibility Materials)**VERIFICATION FINDINGS by INDIVIDUAL STUDENT****NOTE: All benefit changes DUE TO VERIFICATION must be made within the required timeframes:**

- 3 days for increase in benefits [R to F]
- 10 days for decrease in benefits [F to R, F to P, or R to P]

SCHOOL OR SPONSOR:					NAME OF PERSON COMPLETING VERIFICATION:							
Site	Student's Name	How Qualified (✓)		Original Eligibility Category	Eligibility Category after Verification	Date Verification Letter Sent	Date Documents Due	Date Documents Received or No Response (N/R)	Date Family Notified of Change	Benefit Adjustment		
		Food Stamp, CalWORKs, KinGAP, FDPIR	Income Source Documents							Date Increased [R → F]	Date Decreased [F → R]	N/A
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											
	13											
	14											
	15											
	16											

IMPORTANT NOTE: YOU MUST MAINTAIN A FILE of all relevant correspondence with the households selected for verification, as well as the documents (or copies of the documents) used to verify eligibility, (e.g. food stamp letter, wage stubs or a letter from the employer).

This Institution is an Equal Opportunity Provider and Employer.